

ARBOR HEIGHTS ELEMENTARY SCHOOL

3701 SW 104th STREET
Seattle, WA 98146

Main Office 206-252-9250

Fax 206-252-9251

OFFICE HOURS:

The Arbor Heights school office hours are 8:00am to 4:00pm. Visitors are welcome any time but must report to the office upon entering the building to sign in and get a visitor's pass to wear while in the building. Classroom visitations must be cleared with the teacher in advance. Please call the school office to report absences, late arrivals, student record changes or for any other concerns you may have.

If the situation warrants use of the telephone in the Main Office, the office personnel must grant permission.

Arbor Heights Vision

Arbor Heights Elementary School is a community dedicated to fostering the development of lifelong critical and creative thinkers.

Arbor Heights Mission

The mission of Arbor Heights Elementary is to educate and encourage student development in all areas.

We believe:

- *The development of social-emotional and life skills is as important as the development of academic skills.*
- *Children benefit from being a part of a school community in which cultural diversity is valued and respected.*
- *All children deserve academic instruction that sets high expectations and supports individual needs.*
- *Children learn best when we give them opportunities that encourage creativity and expression through technology tools of today and of the future.*
- *Children learn best when given opportunities to experience a variety of art forms.*
- *Children learn best when we give them opportunities that allow them to be critical and creative thinkers.*

MY SCHOOL CREED:

I am a winner in every way.
What I think, I can write, and I can say.
I will always say yes to right,
I will say no to wrong.
With all others, I will try my best to get along.
Respect I'll give, respect I'll earn.
I know that I come to Arbor Heights to learn.
There are some things no one can take from me.
My pride, my self-discipline and my sense of dignity.
And so I will do my best to excel in every way.

For I am a winner of excellence always and today.

EVERY PARENT NEEDS TO KNOW ABOUT...

1. LATE ARRIVALS AND ATTENDANCE:

Good attendance is extremely important for your child. It is crucial for academic success and the development of good work habits for the future should start now. However, if your child is ill, allow him/her to remain home until the illness has run its course.

Please notify the school when your child is absent. You may leave this information on the voice mail at 206-252-9252. Please give us the child's first and last name and teacher's name when you call in. This lets us know that your child is home safe and the reason for his/her absence. It will also save our office assistant from having to disturb you. If you are unable to contact the school, please send a note with your child to explain the reason for his/her absence upon his/her return.

Please plan on your child arriving promptly each day. Being even a few minutes late causes your child to miss important opening announcements, the beginning of lessons, and it is disruptive to the rest of the students. Should your child be late, he/she must report to the Main Office for an Admit to Class pass.

Students who are absent 20 consecutive days will be dropped from the Arbor Heights rolls. Excessive lateness and absences will result in letters to parents/guardians from the principal and/or school district officials.

Remember...EXCESSIVE tardiness and absenteeism have been directly linked to poor student achievement.

2. LUNCH/BREAKFAST PROGRAM:

Students have the option of bringing a lunch from home or purchasing one at school. We also offer a breakfast program. Breakfast is served daily from 8:50am until 9:10am.

Application forms for Free Meals are sent to the students' home prior to the opening of school, and can be found in the Main Office. Completed forms must be returned ASAP. If you have not received an application, please talk to the Lunchroom Supervisor.

Each student is assigned a PIN# which they will use when going through the lunch line. Please assist your child in learning this number. Students will have the same PIN# for their entire stay in the Seattle Public School system. It is highly recommended that students have an account set up to avoid needing to carry cash to school on a regular basis.

3. STUDENT ARRIVAL:

Students may enter the school grounds at 8:50am and go directly to breakfast, the playground or the library when it is open. Please do not send your child any earlier as supervision is not provided. Students are not allowed in the building until the 9:10am bell rings unless they are at breakfast, going to the library, with a parent at a teacher's conference or on safety patrol duty.

4. HEALTH OFFICE/SCHOOL NURSE: Jacquelyn Bowen, RN, BSN

The school nurse is on duty 1.5 days per week.

First aid/treatment will be given for minor illnesses or injuries that occur at school. If your child becomes sick or injured while at school, we make every effort to notify you immediately. It is **extremely important** that you provide us with current home, work, and emergency numbers so we may reach you in the event of a serious illness or injury or if your student is ill and needs to go home. It is the responsibility of the parent to see that the sick child is picked up from school as soon as possible after notification.

We ask you to **keep your child home** if he or she:

- Has an illness that can be spread to other children
- Is congested, sneezing, or has a sore throat
- Has a temperature of 100 degrees or more. **Please keep home for 24 hours after temperature has returned to normal.**
- Will be uncomfortable or unable to be productive in class.

Medication at School:

Children may not have medicine of any kind in their possession at school. This includes aspirin and cough drops. School personnel are not allowed to give children aspirin or other medication. Whenever possible, we encourage medication doses to be given during non-school hours. **For those students who need medication at school Washington State law requires:**

1. An ***Authorization for Medications to be Taken at School*** form completed by the parent/guardian and physician, and on file at school.
2. Medication in a properly labeled container from the dispensing pharmacy or in its original container.

Forms are available in the nurse's office or can be printed from the district's website @ [Medication Authorization Form](#). The student must leave the medication in the office until he/she is to take it. The student must be able to take the medication him/herself and must take it in the presence of either the school nurse or the school secretary. All medication for students at school must go home on the last day of school each year. A parent or guardian must pick up controlled substances on the last day of school.

Students with life threatening health conditions:

Washington State Law now requires that the necessary orders, medications, equipment, and nursing plans must be in place before students with a life-threatening condition may attend school. "Life-threatening conditions" under this law means a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing care plan are not in place.

Please call your child's school and request a meeting with the School Nurse to develop your child's Individual Healthcare Plan (IHP) and his/her help with physician's orders, and planning what supplies are to be provided to the school.

State Immunization Requirements:

There are minimum immunization requirements for school attendance for hepatitis B, Dtap/DPT/DT/TD (diphtheria, tetanus and pertussis), polio, MMR (measles, mumps and rubella) and varicella. The State of Washington Immunization law, RCW 28A.31.100-120, requires that your child be properly immunized in order to attend school. The governor signed an amendment (SB 3547) on April 17, 1985, mandating presentation of proof of immunization status on or before the first day of attendance. Proper completion of the CIS form (Certificate of Immunization) is essential. Please call the school office (206-252-9250) if you should have questions regarding your child's immunization. Further information is also available here: <http://www.metrokc.gov/health/immunization>

Vision and Hearing Screening:

Vision and hearing screening of students will be conducted in kindergarten, first, second, third and fifth grades. Students in other grades will be screened at the request of the parent or classroom teacher. Your cooperation in following through on recommendations will help your child to a healthier, happier school experience.

Insurance:

Students are not automatically covered with medical or accident insurance by the school district. There are various insurance plans available for your children. Applications are sent home with your child during the first week of school each year.

5. ADDRESS AND EMERGENCY INFORMATION:

It is the responsibility of parents/guardians to furnish the school with the correct home address, business/home/emergency telephone numbers.

Failure to do so could result in complications should the school need to contact the family members in an emergency situation.

Change of name and/or guardianship:

An updated birth certificate or legal court papers must be presented to the school secretary if a student is changing his/her name.

A change of guardianship must be documented with the proper court papers. These must also be presented to the school secretary.

6. FAMILY SUPPORT PROGRAM:

The Family Support Worker assists students and their families by linking them with needed community and school resources. When indicated, confidentiality is maintained. Our Family Support Worker can be reached at 206-252-9254.

Services include: Home visits, crisis intervention, food and clothing vouchers, community agency referrals, consultation with families and teachers, family and student support activities (workshops, support groups, resource centers, tutoring, etc.).

7. LIBRARY BOOKS/TEXTBOOKS:

It is the responsibility of the student to care for all textbooks issued and all library books borrowed. If books are lost, students may be asked to pay for their replacement. Failure to return or pay for missing books might result in withholding of report cards.

8. PHYSICAL EDUCATION CLASSES:

Students in grades K-5 are required to participate in Physical Education. They are graded on participation, preparedness, attitude and effort. We focus on self improvement and competition with yourself.

Required attire includes comfortable, non-restricting clothing and athletic shoes. Please wear shorts under dresses or skirts.

If a student cannot participate in Physical Education because of medical reasons, he or she will be excused only if a note from the parent/guardian is on file. Long-term illness (or injury) requires a note from a physician.

Physical Education grades are recorded on a separate PE report card. Students are encouraged to do their personal best.

9. STUDENT DEPARTURES:

Students are expected to go directly home after being dismissed from school unless other arrangements have been made with parents to go elsewhere. Students may not loiter on school grounds. If you are picking up your child from school before the regular dismissal time you must sign your child out in the school office. If you wish to have your child go home with a friend, we must have a note that morning from you and the parent/guardian of the child they are going home with. The note must include the bus number and stop.

10. VISITORS:

Parents are encouraged to visit their child's classroom. Please call at least one day in advance to let us know you are planning to come. Visitors must check in at the office upon arrival. For security reasons we ask that all visitors wear a "visitor's name tag" while they are on school grounds.

11. LOST AND FOUND:

Clothing backpacks, and lunchboxes that have been misplaced by students will be stored outside the lunchroom. Please mark students' personal belongings in permanent ink with CHILD'S name and phone number. All unclaimed clothing is donated to a clothing bank the last Friday of the month.

12. FIELD TRIPS:

During the school year students will have the opportunity to participate in field trips. These activities serve to supplement the curriculum and expose students to education beyond the classroom. Parents/guardians will be required to sign forms granting permission for their child to go on the field trips. Permission via telephone is not accepted unless granted directly by the principal. The sponsoring teacher will give information on the trips and permission forms to families.

13. THE ARTS AT ARBOR HEIGHTS:

All Arbor Heights students are required to participate in Music Education. They are graded on participation, preparedness, attitude, and effort.

Artist in Residence programs are applied for so students can work with guest artists from the community. Art classes are also offered as an after school program. Brochures to sign up will be distributed by the school.

Students in fourth and fifth grade may choose to study instrumental music. The instrumental music teacher schedules lessons for a variety of instruments.

14. TECHNOLOGY:

Arbor Heights has a Computer Lab which is constantly being updated and improved. Rules of Conduct are posted in the lab, and each classroom prior to using the lab should review these. Use of school computer equipment is contingent on the equipment being treated with respect, and in accordance with "Acceptable Use Policy" of the Seattle Public Schools.

SAFETY AT ARBOR HEIGHTS:

FIRE/EARTHQUAKE DRILLS:

Please observe the following rules during fire drills:

1. Immediately follow teachers' directions.
2. Do not talk when lining up, moving through the halls and when outside.
3. Classes will line up at the designated areas on the playground.
4. The "drop and cover" drill will be practiced for an earthquake emergency after each fire drill.

SHELTER-IN-PLACE:

Shelter-in-Place is the process of keeping students and staff safe from dangers within the community that are not directed at the school. The outside doors into the building are locked. All school activities proceed as normal.

LOCKDOWN:

A lockdown is the process of protecting students and staff from external and internal dangers. We call it "stranger danger." In this case external doors, internal doors and windows are closed and locked. All windows are to be covered by closing shades or other methods of blocking the windows. Students, staff and visitors who are in the halls during a lockdown are to report to the nearest classroom or the main office.

- *It is important that parents and other visitors follow the procedures of the above drills.*

EMERGENCY SCHOOL CLOSING:

In the event that schools are closed due to inclement weather or other emergency situations, tune in to the following stations for broadcasts as early as 6:30am: KOMO Channel 4, KIRO Channel 7, and KING Channel 5

In the event of an earthquake or other natural disaster that occurs while school is in session, please refrain from calling the school office. Tying up the phone lines during an emergency is detrimental to the care of children and staff.

PARENT/SCHOOL COMMUNICATION:

MAKING APPOINTMENTS WITH SCHOOL PERSONNEL:

Good communication builds solid teacher/parent partnerships. If you have a question or concern please call or email staff to make appointments. Be sure to follow the "chain of command" if you have any concerns. Call the staff member directly involved before contacting the principal.

SCHOOL / COMMUNITY NEWSLETTER - GREEN BULLETINS:

The Arbor Heights Parent Bulletin is a monthly correspondence from the school to the home. It is green and distributed on the first Monday of each month to all families via their children. Any information you would like to add to the bulletin must be turned in to the school office. The principal must approve all postings in advance. Look for green!

REPORT CARDS/PROGRESS REPORTS:

Students in grades K-5 will receive report cards three times per year after each trimester. After the first trimester marking period, Parent Conferences are held. Families will receive information from the classroom teacher about scheduling conference times. Students will take home report cards after the second marking period and at the end of the year.

Arbor Heights School Website

<http://www.arborheights.com>

Arbor Heights PTSA Yahoo Group (email list)

<http://groups.yahoo.com/group/ahptsa/>

For more information or to be added to the email list:

Email: ahptsa-owner@yahoogroups.com

SCHOOL RULES:**AS AN ARBOR HEIGHTS STUDENT I WILL:**

- Be polite, positive, and respectful to others
- Respect my property as well as the property of others and the school
- Be responsible for my behavior
- Use Kelso's Choices if I have a problem or get help from an adult
- Do all work to the best of my ability
- Be responsible for taking school information to my parent/guardian
- Dress appropriately, making sure I follow the school dress code.

WHEN I COME TO SCHOOL I WILL:

- Arrive after 9:00 when playground supervision is available.
- Remain on the playground until the bell rings, unless I have written permission from a staff member to be in the building.
- Enter through the double doors by the cafeteria for breakfast
- Line up at my designated area when the bell rings

IN THE LUNCHROOM I WILL:

- Wait in line politely, keeping my hands to myself
- Use good manners
- Use my inside voice
- Keep tables and floors clean
- Remain seated while eating
- Clean my area and raise my hand to be dismissed
- Throw trash away in the appropriate containers
- Not share or trade food
- Eat my food in the lunchroom unless an exception has been made by staff

IN THE HALLS I WILL:

- Always walk in an orderly fashion, with or without an adult
- Use my inside voice in the halls out of respect for classes in session
- Keep my hands and body to myself
- Always walk on the right side of the hall, being watchful for opening doors
- Use the water fountain appropriately, get a drink quickly, and avoid spilling
- Throw trash in recycling or garbage cans.

IN THE BATHROOM I WILL:

- Enter and leave promptly
- Discard all tissue in the toilets
- Discard paper towels in trash cans
- Flush facilities after use
- Always wash my hands with soap after use
- Leave stall doors unlocked when I am finished
- Be responsible for keeping the bathrooms clean and useable
- Use the bathroom during times designated by your teacher or the adult in charge

PLAYGROUND RULES:

1. Students must participate in a game or activity or may sit on the "Oasis Wall" at recess.
2. Games are always "open" to all students.
3. The student who takes equipment from the Ball Cart is responsible to return it to the cart at the end of recess. **DO NOT LEAVE RECESS EQUIPMENT ON THE PLAYGROUND.**
4. Use hands only for the rubber balls. The only kicking allowed is for soccer or Kickball.
5. If the ball goes outside of the fence or play area, please report it to a Playground Supervisor.
6. Students must have a hall pass from a Playground Supervisor to leave the playground to go to the bathroom or office. If a student is to go back to the classroom during recess, s/he must have a note from the teacher.
7. When the bell rings, **STOP** and move to your line. All playground equipment must be returned to the cart.
8. Playscape Rules:
 - a. The slides are **ONE WAY DOWN**. Only one person can slide at a time.
 - b. Do not sit on top of the monkey bars.
 - c. Do not throw wood chips.

****If you hear a whistle, stop and listen for directions.***

I understand that if I fail to follow these rules, it might result in loss of privileges, or additional consequences as determined by the responsible staff member.

STUDENT INFRACTIONS:

Student infractions may be punishable by one or more of the following: Loss of recess privileges, loss of field trip privileges, time out in class or in the main office, other consequences to be determined by the teacher or principal.

Suspension and expulsions are indicated and not limited to the following infractions:

- Fighting
- Insubordination
- Possession of a weapon or a toy that resembles a weapon
- Use of obscene language
- Vandalism
- Theft

The number of days will be determined by the principal (or acting principal). Parents/guardians will be notified by telephone and in writing. They will be required to meet with the principal the morning the student returns to school. The student will not be allowed to return until this conference has taken place.

The procedure for expulsion is a policy outlined by the district and approved by the Board of Education. Parents/guardians involved in this procedure will be officially notified of their rights and responsibilities.

DRESS CODE:

Students should be dressed in a manner that will not detract from the educational process. Any student whose attire is judged inappropriate shall be required to make the necessary arrangements to change clothing. Hats, sunglasses, "heelies" and coats are not to be worn in the building during hours of operation. Flip Flops are discouraged as they can be a safety hazard on the playground.

CELL PHONES:

Students should keep their cell phones in their backpacks and turned off during school hours. Failure to do so will result in confiscation of the cell phone until the end of the school day on the first offense. Further offenses will result in parents picking up the cell phone from the Principal.

LASER PENS POLICY:

Because of the potential danger caused by laser light pens, students are prohibited from bringing them to school. Students who are in possession of a laser light pen and/or use it in school (including school buses, field trips, and other extensions of the school day) will be subject to punishment based on the Arbor Heights and school district discipline policies.

TOYS/GAMES/PERSONAL STEREO/CARDS/ANIMALS IN SCHOOL:

Students are not allowed to bring the above items to school. If one of the items has something to do with a classroom lesson, then permission must be granted by the principal or teacher in advance of bringing them to school. Otherwise, items will be confiscated by staff members, turned in to the principal, and returned to the parent/guardian.

BUS RIDING RULES AND CONSEQUENCES:

These are the essential bus rules that every child must follow:

- Board the bus immediately and sit down in assigned seat
- Food, candy, gum, medication, or drinks may not be consumed on the bus
- Voices are to be kept at reasonably low, conversational levels
- Abusive or offensive language is not acceptable
- Students must remain in their seats facing forward at all times
- Disruptive conduct of any kind is forbidden
- Weapons, toys, radios, dangerous items, and other things which do not belong at school are also prohibited on the bus
- Marking, damaging, or trashing the bus is forbidden
- Children must ride only their assigned bus and must get on or off only at their assigned stops

Children who break these rules will be warned by the driver or supervisor. If the offense is quite serious, a "Bus Incident Report" may be turned in to the principal. The principal will take disciplinary action.

Transportation Problems and Questions: Parents are asked to contact the Transportation Office directly about transportation routes, stops or other concerns. The telephone number is 252-0900. If you feel

your concerns are not being adequately answered, call the school at 252-9250. Address changes should be reported to the school. The secretary will contact transportation.

VANDALISM:

Vandalism costs the district, and you the taxpayer. It costs countless dollars that could be used more productively for our children. PLEASE HELP! Should you see any suspicious activity around the school, call the District Security Office at 252-0707 or the police. Thank you

BICYCLES:

Riding bicycles is a nice way for some students to come to school. They are not permitted on the school playground during school hours. The exception is during the PE bicycling unit. Children may use the bicycle racks in front of the school at their own risk. Helmets are required. Locks are recommended.

SCOOTERS:

We discourage students from bringing scooters to school. Scooters are only to be brought to school as a form of transportation to and from school and are not to be ridden on school grounds. Helmets are required and scooters must be stored in a safe place during the day.

RAINY DAY RECESS:

1. Morning Recess:

This recess will stay as is and will continue to take place in the Play Court. Balls may be used for Foursquare and skipping ropes may be used in one section of the Play Court. Students who are not playing must stay by the wall.

2. Lunch Recess:

When students are dismissed from lunch they will go to the Play Court and may use the balls for Foursquare or Skipping Ropes in the designated areas. When their bell rings, a whistle will be blown and all students will sit while they line up to meet their teachers to return to class.

**When children are in the Play Court they must be involved in a game or standing by the wall.
IF YOU HEAR A WHISTLE-STOP, SIT AND LISTEN FOR DIRECTIONS**

HOW CAN YOU BECOME INVOLVED IN YOUR CHILD'S EDUCATION?

- Read with your child at least 15 minutes each day
- Create a home library for your child
- Volunteer in a classroom or elsewhere in the school
- Attend PTSA meetings
- Maintain regular contact with your child's teacher
- Check that homework is being done and turned in
- Provide crayons, paper, pencils and encourage your child to create things at home
- Emphasize good health habits (eating correctly, hygiene, getting enough sleep, exercise)
- Visit the local zoo, museums, parks, and public library
- Connect math to the real world
- Talk with your child about math when you follow a recipe, go to the bank, shopping center or grocery store, check the temperature, etc.

- Share family cultures and traditions to enable your child to build a sense of self-worth and pride
- Provide a quite comfortable place for your child to do homework
- Check your child's backpack for school notices daily

VOLUNTEER AT ARBOR HEIGHTS

Thank you to those who volunteer at Arbor Heights Elementary. You are making an important contribution to our school and its students. We value your time, energy and expertise. When at school, you may notice some parents with laminated volunteer badges. You may ask **“Why the special badges”** and **“How do I get one”**? The parents with the laminated badges completed the volunteer screening process.

In the volunteer notebook (in the office) are volunteer screening forms. The form requests information about criminal background and authorizes Seattle Schools to complete a background check through the Washington Access to Criminal History (WATCH) system. This is an important step in ensuring the safety of our students.

***Please note:** While all volunteers should be screened through the WATCH system, a criminal history does not automatically disqualify one from volunteering in the schools.

ARBOR HEIGHTS PTSA ...J OIN IN...

“Alone we can do so little; together we can do so much” - Helen Keller

The Arbor Heights PTSA is a group of parents, teachers and community members working to promote quality education, expand the arts and fill in the gaps left by budget cuts. Everything we attempt to accomplish is designed to improve the educational experience for all students.

All PTSA members have a voice in what we do ... from what fundraisers we tackle to how those funds get spent. Join in and make your voice heard!

Parent involvement is crucial. Without it nothing would get done. We have needs for people with talents like yours and can work around your schedule. Your willingness to volunteer your “spare” time at Arbor Heights demonstrates to your children that school is important. What could be better than that?

Please take a moment to look over the “Help Needed” page and pick out an activity that interests you. If you have questions about what is involved or you don't know which activity best fits in your available time, simply write a note on the page and include your contact information. A PTSA member we will be in touch.

Together we can be a powerful voice for children.

Membership Process:

Membership is \$10 per person per year (and may be deductible on your taxes!) Just fill in the membership envelope.

Be sure to include your phone number and your email address. (it will not be shared or used for non-PTA purposes)

Membership Benefits:

Each member gets one vote. Items to be voted upon include: what fundraisers we want to undertake, what we spend the money on, what projects we tackle, approving the budget and electing next years' board members. Members also have the opportunity to run for a board position.

P.T.S.A. membership is your voice in the school... be heard!

Here's to a great school year!
Your Arbor Heights PTSA School Board

ARBOR HEIGHTS PTSA BOARD OF DIRECTORS**President ***

Plans PTSA meeting agendas, presides all meetings and maintains impartiality at meetings. Reviews bank statement, delegates responsibility, empowers others and shows appreciation, maintains and encourages positive relationships with principal and staff. Good communication skills and PTSA event knowledge is vital.

Vice President *

Performs the duties of the President when needed. Provides information on the Seattle PTSA initiatives. In charge of the Golden Acorn award and any other PTSA focused school award.

Treasurer *

Provides PTSA banking services, balances PTSA account, tracks/maintains the PTSA budget throughout the year. The ability to balance an account and can spend less than you earn is vital.

Secretary *

Take minutes at board and general meetings. Works with President and Treasurer to keep an up to date roster and record of all committees. Helps to update the PTSA blog and wiki websites. Good note-taking, word processing and computer skills are helpful.

Volunteer Coordinator

Works with the PTSA board & recruits coordinators for all non-fundraising school activities. Provides support for coordinators, as needed.

Fundraising Chair

Works with the PTSA board & membership to determine fundraising activities for the year. Recruits volunteers to chair individual fundraising activities and provides assistance when needed.

Communications Officer

Works with the PTSA board & office staff to the email list calendar and bulletin up to date with the PTSA events. Stays updated on issues that affect the school, families and children. Reports on issues at the general meetings, in the weekly bulletin and through the PTSA email list when appropriate. Helps the secretary to update the PTSA blog and wiki.

Legislative Chair

Works with the PTSA board to keep on top of legislative levy and bond information as well as legislative initiatives that impact Seattle Schools in general and Arbor Heights specifically.

Grant Writing Chair

Works with the PTSA board and the AH Staff to identify and procure grants which can pay for AH projects.

Elected Board Members*YMCA at ARBOR HEIGHTS**

The West Seattle Fauntleroy YMCA sponsors before and after school enrichment programs on site. For enrollment information please contact the YMCA at 206.937.1000.

Enclosures:

Daily Schedule

Staff Phone List

School Year Calendar

Meal Prices

Recess/Lunch Schedule